DOCTORS WITHOUT BORDERS (THAILAND)
ด็อกเตอร์ส วิทเธาท์ บอร์เดอร์ส (ประเทศไทย)

Title:	SUPPLY CHAIN SUPERVISOR (Based in Mae Sariang)	
Generic Function:		
Code:	LS03201	
Level:	6	**(E)**

Position in the Organization

Reports to (Hierarchical):	Logistics Manager / Technical Logistics Manager
Reports to (Functional):	Logistics Manager / Technical Logistics Manager
Job Family:	Logistics and Supply
Supervises (Function):	

Main Purpose

Planning and supervising the execution of the supply chain activities in the project or capital (order, procurement, transport and stock management) according to **DWBT** protocols and standards in order to ensure the optimal functioning of the mission.

Accountabilities

- Planning, coordinating, supervising and monitoring on a day-to-day basis the implementation of the supply activities in the project as specified by the line manager, ensuring compliance to **DWB**T standards, protocols and procedures. Including the following tasks:
- **Order management**: Responsible for the supply administration, the correct filing and archiving of supply database and the efficient processing and follow up of orders and requests
- **Procurement**: Responsible for purchase management, in particular the follow up of purchases, preparation, together with the Logistics Manager, market assessments, contracts and supplier evaluations and communication with local suppliers for the status of purchase orders, claims and complaints
- **Transport and Customs**: Ensuring the clearing and the transport of medical and non-medical goods of the mission and provide info on timelines regarding administrative procedures concerning, import, customs clearance, etc.
- **Stock management**: Controlling quality and costs and the physical state of orders and determines the quantities of products to buy (volume) taking into account the demand and needs of the mission, the availability forecasts, delivery timelines, budget and other relevant factors and monitors stock levels related to monthly consumption figure, expiry dates, excess drugs and possible shortage in the capital
- Communicating with customers, keeping them up to date concerning their orders status (BO confirmation) and prioritizing procurement and transport according to their needs
- Coordinating and leading the team under his/her responsibility including the definition of each person's tasks (daily supervision and checking the quality of their work), drawing up working schedule
- Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required

DWBT Section/Context Specific Accountabilities

LogX7 System and Warehouse Control

- Ensure all warehouse items are recorded in LogX7 and that Physical Stock, Stock Cards, and LogX7 records match.
- Perform LogX7 system backups every two weeks.
- Conduct monthly stock counts and a full inventory three times a year, and follow up on any discrepancies.
- Ensure the warehouse is kept clean, organized, and orderly, with items properly arranged, clearly labeled, and storage zones clearly identified.

Procurement Documentation and Payment

- Prepare a Comparative Bid Analysis (CBA) based on quotations from at least three suppliers, or as required by the Validation Table.
- Prepare Purchase Orders (PO/PU) for approval and prepare Reception Control when goods are received.
- Ensure all procurement documents are complete, closed, and properly filed for audit purposes.
- Collect required payment documents from suppliers, such as quotations, invoices, supplier information, tax/business registration documents, and other documents required by Finance, and submit them to the Finance team for payment processing.

Coordination with Supply Capital

- Coordinate with Supply Capital for items that cannot be sourced locally.
- Prepare Internal Requests (IR) and Order Requests (OR) with the required item details and quantities.
- Follow up with Supply Capital to ensure items are properly sourced, received, and delivered to the required destination.

Donation Documentation

- Prepare Donation Certificates for donated items, including item description, item code, quantity, value, donor, recipient, and delivery date.
- Ensure related Packing Lists, Freight Manifests, and delivery documents are complete and properly filed

Requirements

Education	Essential technical diploma, in supply chain
Experience	Open to all qualified candidates. Relevant work experience is an advantage
Languages	Fluent of English is required; understand of local language
Knowledge	Essential computer literacy (word, excel)
Competencies	• Results and Quality Orientation **L2** • Teamwork and Cooperation **L2** • Behavioral Flexibility **L2** • to DWBT Principles **L2** • Stress Management **L3**

HR & Benefits:

- Salary: 38,800 Baht gross per month (non-negotiable), and 13th Month Salary
- 1 year contract renewable, with 3-month probation
- National Health Package / Social Security
- Desired starting date: immediately

Note: Relocation package not applicable for this position; Selected candidate will need to make personal arrangements to settle and work in Mae Sariang.

How to Apply

Please complete your application in **ENGLISH** and attach your CV and cover letter (stating your motivation and what can you contribute to the position) via the Google Form https://docs.google.com/forms/d/e/1FAIpQLSfGWAGN4kB_a9i5vKF76fw5euCAbj1Ay8596kKo3wW2XpNwVQ/viewform?usp=header **before 26th November 2026 before 17.00** . Applications that are not completed (CV Covering letter) will not be considered.

DWBT IS PROMOTING DIVERSITY AND MULTICULTURALISM IN THE WORKPLACE